



ON THE JOB TRAINING PROGRAM (OJT)  
MONTHLY TRAINEE REPORT  
EQUIPMENT OPERATOR TRAINEE  
(DUE ON THE 15TH OF EVERY MONTH)

FORM NUMBER: \_\_\_\_\_

TRAINEE NAME: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
BECO ASSIGNED NUMBER: \_\_\_\_\_

ENROLLMENT DATE: \_\_\_\_\_  
REPORTING MONTH: \_\_\_\_\_ REPORTING YEAR: \_\_\_\_\_

PLEASE COMPLETE THE TRAINING PHASES COVERED THIS MONTH									
EQUIPMENT OPERATOR TRAINEE		WEEK ENDING HOURS					ADOT/OWNER CONTRACT NUMBER	CONTRACT OWNER	TOTAL HOURS
		Week 1	Week 2	Week 3	Week 4	Week 5			
A	FAMILIARIZATION OF JOB SITE								
B	CONSTRUCTION BASICS								
C	MOTOR GRADER								
D	DOZER								
E	BACKHOE / GANNON LOADER								
F	EXCAVATOR								
G	LOADER								
H	ROLLER								
I	SCRAPER								
J	OPERATION OF EQUIPMENT								
K	HEAVY EQUIPMENT SAFETY								
L	MAINTENANCE								
M	TRAFFIC CONTROL								
N	PIPE INSTALLATION								
O	SUPPLEMENTAL TRAINING								
TOTAL TIME TRAINING THIS MONTH									
TOTAL TRAINING HOURS PRIOR TO THIS MONTH									
TOTAL TRAINING HOURS (CUMULATIVE)									

EQUIPMENT OPERATOR COMPLETION LEVELS AND PAY RATES		
<input type="checkbox"/>	LEVEL 1 - 1,000 HOURS @ 60%	DATE COMPLETE _____
<input type="checkbox"/>	LEVEL 2 - 1,000 HOURS @ 65%	DATE COMPLETE _____
<input type="checkbox"/>	LEVEL 3 - 1,000 HOURS @ 70%	DATE COMPLETE _____
<input type="checkbox"/>	LEVEL 4 - 1,000 HOURS @ 75%	DATE COMPLETE _____
<input type="checkbox"/>	LEVEL 5 - 1,000 HOURS @ 80%	DATE COMPLETE _____
<input type="checkbox"/>	LEVEL 6 - 1,000 HOURS @ 90%	DATE COMPLETE _____
<input type="checkbox"/>	6,000 OJT HOURS ACHIEVED CERTIFICATE OF COMPLETION AWARDED	

TRAINEE AND TRAINER SIGNATURES	
_____ TRAINEE SIGNATURE	_____ DATE
_____ CONTRACTOR REPRESENTATIVE SIGNATURE	_____ DATE

Reason for termination: \_\_\_\_\_

Date of termination: \_\_\_\_\_

Comment: \_\_\_\_\_

This form must be submitted electronically to the BECO and FIELD Office by the 15th of every month to - AZDOT.GOV/OJT

THIS AREA FOR ADOT USE ONLY (BECO)		
ADOT BECO OFFICE APPROVAL: _____	DATE: _____	TITLE: _____